

## **SOUTHWEST OHIO PROCUREMENT TECHNICAL ASSISTANCE CENTER CONTRACT SPECIALIST**

**Reports to:** Program Director, Southwest Ohio Procurement Technical Assistance Center

**To apply send resumes to:** Joann Wright  
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### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **The candidate will primarily provide services in satellite offices in Cincinnati, Ohio, but may be required to work in Dayton, Ohio. This position is grant funded and contingent upon availability of funding.**

### **Purpose**

The Procurement Technical Assistance Centers (PTAC) help Ohio's businesses seeking to compete for federal, state, and local government contracts. The program is part of a nationwide network of Procurement Technical Assistance Centers created by the U.S. Department of Defense. In Ohio, the Ohio Department of Development hosts the program which is supported by a number of community based organizations serving local businesses. The Procurement Technical Assistance Centers provide a variety of services that include bid preparation assistance, bid-matching services, military specifications, one-on-one training, product and procurement histories, help with information resources, and trade events where Ohio firms can meet government buyers. These services are provided at no cost to Ohio businesses.

The City of Dayton Human Relations Council serves as host for the Greater Dayton PTAC. The center is responsible for providing services to the following eighteen (18) counties: Allen, Hardin, Mercer, Auglaize, Logan, Shelby, Darke, Miami, Champaign, Clarke, Preble, Montgomery, Greene, Butler, Warren, Clinton, Hamilton, and Clermont. The Procurement Technical Assistance Center Contracting Specialist is responsible for managing and achieving goals identified by the State of Ohio and the City of Dayton.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Essential Duties and Responsibilities (Include but are not limited to the following. Other duties may be assigned)**

The Procurement Technical Assistance Center Contracting Specialist reports to the Program Director of PTAC. The position provides services to assist clients in applying for various certifications and procurement opportunities with the City of Dayton, State of Ohio and federal government. The incumbent is responsible for educating clients on the regulations required in government contracting and will assist in preparing proposals, certification applications and all other documents associated with government procurement.

The incumbent is responsible for the following duties:

- A. Assists the Program Director of PTAC with coordinating training and networking events for PTAC clients.
- B. Interviewing clients and conducting client intake process as scheduled.
- C. Conducting outreach activities to encourage participation in various certification programs for small businesses.
- D. Meets with companies and the public regarding various federal, state and local contract compliance laws and procedures, procurement programs and policies affecting those programs.
- E. Reviews all documents (i.e., newspapers, Dodge Reports, governmental agency bid bulletins, etc.) for government procurement and contracting opportunities.
- F. Matches procurement opportunities to qualified clients and notifies clients of opportunities.
- G. Performs outreach to entities in PTAC's eighteen (18) county area and maintains a list of county contacts in order to receive updates on available contracting opportunities.
- H. Assists the Program Director PTAC with submitting quarterly and annual reports.
- I. Attends regional and state conference at the direction of the Program Director of PTAC.
- J. Provides and facilitates free, in-depth individual business analysis and referral of clients to appropriate resources as needed.
- K. Identifies and works with other private and public entities providing voluntary/free counseling services.
- L. Ensures that counseling data is entered accurately and in a timely manner into the PTAssist management information system.
- M. Promotes the PTAC and serves as an advocate for businesses interested in doing business with various government entities.
- N. Develops internal and external resources to accomplish program objectives.
- O. Encourages businesses and businesspersons to provide volunteer consulting services and/or training.

**Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

**Intellectual**

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
2. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
3. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

#### Interpersonal

1. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
2. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
4. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
5. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

#### Leadership

1. Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
2. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
3. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
4. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
5. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
6. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
7. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

## Self Management

1. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
2. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
3. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
4. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
5. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
6. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
7. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
8. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
9. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
10. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
11. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

## Computer Skills

To perform this job successfully, an individual should have the following knowledge, skills, or abilities:

1. Intermediate knowledge of MS Word
2. Intermediate knowledge of MS Outlook
3. Intermediate knowledge of MS Excel
4. Intermediate knowledge of PowerPoint
5. Intermediate knowledge of Internet Explorer
6. Ability to learn and use PTAssist at an intermediate level.
7. Ability to learn and use ADOBE at an intermediate level.

### Language Skills

1. Ability to effectively present information on one-on-one and small group situations to customers, clients, and other employees of the organization.
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
3. Ability to effectively present information to top management or the public.
4. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

### Mathematical Skills

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
3. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### Reasoning Ability

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### Physical Demands

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms; and may occasionally be required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

### Work Environment

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The noise level in the work environment is usually low to moderate.

### Education

Bachelor's degree in Business Administration, Public Administration or other closely related field is required.

### **Experience**

Experience working in government procurement, contracting, business management, fiscal planning and accounting, employee training and development, office management and other support functions is required.

### **Certificates, Licenses, Registrations**

Must have a valid driver's license at time of appointment and maintain as a condition of continued employment.

### **Other Qualifications**

1. Must be able to pass a pre-employment/promotion drug screen.
2. Must be able to pass a pre-employment/promotion police background investigation.
3. Must be available to travel.
4. Within one year of appointment/promotion candidates must be able to demonstrate the required computer skills as listed above to progress through the assigned pay scale for this classification.